GRANT WRITING TIPS

- FUNDERS LOOK FOR A GOOD IDEA, A WORKABLE PLAN, A REALISTIC BUDGET, AND ORGANIZATIONAL CAPABILITY AND INTEGRITY;

- ALWAYS REMEMBER THE CINDERELLA PRINCIPLE: IF THE GLASS SLIPPER DOESN'T FIT, DON'T TRY TO MAKE IT FIT. IT DOESN'T PAY TO APPLY FOR A GRANT IF YOUR PROGRAM DOESN'T MATCH THE INTERESTS OF THE FUNDER;

- ASSUME THE PEOPLE REVIEWING THE PROPOSAL KNOW NOTHING OF YOUR ORGANIZATION, THE PROGRAM, OR WHAT YOU WILL DO WITH THE FUNDS YOU SEEK;

- YOURS IS NOT TO REASON WHY; YOURS IS BUT TO GIVE THE FUNDING ORGANIZATION THAT FOR WHICH IT ASKS AND IN THE WAY IN WHICH IT ASKS;

- A PROPOSAL MUST BE CLIENT DRIVEN. TELL HOW CLIENTS, NOT THE ORGANIZATION, WILL BENEFIT FROM THE FUNDS WHICH MAY BE RECEIVED;

- READ OTHER PROPOSALS. READING POORLY WRITTEN PROPOSALS TEACHES YOU AS MUCH AS READING WELL WRITTEN PROPOSALS;

- QUESTIONS? ASK;

- DON'T WAIT UNTIL THE LAST MINUTE TO BEGIN;

- WRITING A GRANT PROPOSAL IS LIKE RUNNING A MARATHON. YOU MUST PACE YOURSELF;

- DO THE SUMMARY OR PROGRAM ABSTRACT LAST;

- NEVER LEAVE A QUESTION UNANSWERED;

- DON'T INCLUDE FLUFF;

- STICK TO THE POINT; BE BRIEF AND CLEAR;

- AVOID JARGON AND ACRONYMS;

- NEAT CAN'T BE BEAT (UNCLUTTERED, READABLE FONT, CLEAR COPIES, ETC.);

- **BE POSITIVE;**

- **EASY TO READ IS EASY TO EVALUATE;**

- **CHECK YOUR MATH!!!;**

- **PROOFREAD;**

- **HAVE AT LEAST ONE OTHER PERSON READ THE PROPOSAL TO MAKE SURE IT IS CLEARLY COMMUNICATING WHAT YOU WANT IT TO COMMUNICATE;**

- **USE THE APPLICATION CHECKLIST IF INCLUDED WITH THE PACKET;**

- **BEFORE SUBMITTING THE GRANT, GO THROUGH THE APPLICATION PACKET ONE LAST TIME TO ENSURE YOU HAVE INCLUDED EVERYTHING REQUIRED;**

- **ASK FOR FEEDBACK WHETHER OR NOT YOU ARE FUNDED. YOU CAN'T GET BETTER UNLESS YOU KNOW YOUR STRENGTHS AND WEAKNESSES;**

- **WRITE A THANK YOU NOTE! (GENERALLY PRIVATE SOURCES);**

- **BE PERSISTENT. IF YOU ARE NOT AWARDED THE GRANT, IT MAY BE FOR ANY NUMBER OF REASONS INCLUDING NOT ENOUGH MONEY TO GO AROUND (THE MOST COMMON). IT DOES NOT MEAN YOU HAD A BAD IDEA OR DID A POOR JOB OF PUTTING TOGETHER YOUR APPLICATION.**